

SEQUIM PLANNING COMMISSION

Special Meeting

**Transit Center
190 West Cedar Street
Sequim, WA 98382**

Tuesday, January 8, 2013

6:00 P.M.

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL:

A. Commissioners present: Connelly, Peterson, Protze, Sanford, Sterhan, Thompson and Wendt.

Staff present: DCD Director Chris Hugo; Deputy City Clerk Bobbie Usselman

II. WELCOME OF NEW MEMBER AND INCUMBENT REAPPOINTMENTS, OATHS OF OFFICE

The oath of office was administered by Usselman to new commissioner Marc Connelly and renewing members Protze, Thompson and Sanford.

III. APPROVAL OF MINUTES: December 4, 2012

MOTION by Peterson to approve the December 4, 2012 minutes; second by Thompson. **Carried unanimously.**

IV. ITEMS FROM THE PUBLIC NOT ALREADY ON THE AGENDA

Don Hall thanked the Commissioners for volunteering for this job and stated Council appreciates it, too.

V. NEW BUSINESS:

A. Code restructuring for Temporary Activities and Special Events (Public Meeting)
(Strike/Underline Version and easier to read Clean Version)

Public meeting opened at 6:05 p.m.

DCD Director Hugo said this is brought to the Commission with draft zoning text amendments to help resolve the administrative issues in interpreting and applying the provisions that regulate all land use activities of a temporary nature. He described the differences between a temporary activity and a special event. It has been difficult to regulate these due to the definitions.

Staff met to discuss types of events that occur in Sequim and to come up with a better foundation than our current code. They brainstormed to consider all categories and events that could occur, creating an impact matrix of those events. Group A may not need to pay for a permit but should apply for one so

we know an event is occurring. Group B may take staff field trip visits to the site. Group C is a larger activity with more impacts and draws on demands and may require staff meetings. We may need to have a contract. Group D almost always will require a contract.

The proposal is drafted in Chapter 18.68. There is a questionnaire to be completed by the applicant that relates to the details of the events. Staff will decide which group they would fall into for permitting purposes.

He deleted the current definitions that relate to temporary commercial and industrial activities and structures and temporary use.

School activities do not require permits for their events. If an event is advertised for the community to attend, it could be an activity that needs permit consideration. Yard sales are covered in other parts of the code. We will expect the City to complete an application if they are sponsoring an event. If a fee is required, it would probably be done through an inter-departmental transfer.

Public meeting closed at 6:24 pm.

Connelly asked about the appeal process if a group feels they are in a different group. Hugo stated appeals would be handled as a Type A-1 application and decision.

In the definitions, it states, “and is allowed only for a specified duration” was suggested to be changed to “and is permitted only for a specified duration.” Hugo agrees.

There was discussion concerning cleanup after an event in 18.68.040A. Hugo feels 24 hours is fine because we have them declare on the permit the run of the event, so we know when it ends. If it is different, it will be indicated in the conditions on the permit. That clause should be added as it gives more flexibility. Connelly states it gives the applicant a date certain and gives the City code enforcement officer specific timing information. Both parties know what is expected.

There was discussion concerning the noise created by Cascade Bark shredding waste. Hugo indicated it is allowed in the land use code for that type business.

There was general discussion to clarify a few sentences of the proposed code. Added to Group B were events such as dog shows. None of the new code talks about whose property the event is on, but what the impact is to the City.

There are occasions when events are occurring without applying for a permit. It is a code compliance issue and if simple, it could go on if a permit is requested, or it could be shut down if it is a public safety issue.

MOTION by Peterson to recommend to Council approval of the temporary activities zoning text amendments to include modifications under 18.68.040 to include the words “or as specified in permit conditions” under subheading A; and under 18.08.020 substitute “permitting” for “allowed”; second by Thompson. **Unanimously approved.**

VI. OLD BUSINESS:

A. New code chapter for Accessory Uses and Structures (incl. Incidental Food Service and Garages, Sheds, and similar detached structures) (Public Meeting continued)

Public meeting reopened and closed at 6:46 pm as no public was present.

Hugo said this code amendment started when dealing with accessory activities. We have talked about outdoor incidental food services. He reviewed the changes made in red on the proposal.

Section 18.59.030A(5) will be changed to "total signs allowed for any outdoor incidental food service shall not exceed"

On the first page we would add a definition to incidental food service.

Accessory uses and structures were discussed as to the potential threat to the neighborhood. He showed a home that is now blocked by a 2 story garage being built in the alley. Hugo said most of the homes in Sequim top out no more than 20 feet. He showed samples of homes in Sequim that were 2-story or had vaulted ceilings causing the roof to be higher.

Hugo said on a typical lot of 11,250 sf, currently we would allow a 65% maximum coverage is 7,313 sf that includes a 3,300 sf home, a 500 sf garage and a 1800 sf adu.

The current rules also allow a garage 2-3 times taller than a typical house with a 35' height limit. We measure height to the mid-point of the roof gable.

Hugo isn't sure what he has drafted is right for Sequim because what he has shown in photos conforms to what has been written. There was general discussion about how to measure height.

We should discuss what is the proper relationship between the primary relationship and the second structure. It should be what you see as the result.

Wendt feels the secondary structure on the lot should be smaller than the primary structure.

Sanford said people are drawn to certain neighborhoods due to the CCRs. You cannot regulate against ugly. She will not vote to lower the height limit as she feels it is too restrictive to the landowners.

Hugo said it is not the job of CCRs to create good neighborhoods; it is up to the zoning code. He said this section of the code is a precursor to the upcoming Comprehensive Plan Update where it will be discussed again. Hugo suggests everyone take a field trip around town to see if they can find structures that feel out of scale.

It was suggested there be more advertising about this issue so we can get public input; possibly an article in the paper written by Hugo and more info on our website, including Facebook.

Sanford left the meeting at 7:40 due to a personal commitment.

Connelly asked what we are asking the community for input on – what question will we ask. Hugo feels it is “what is the appropriate relationship between primary and secondary structures on a lot.”

There was no further discussion on the incidental food service.

MOTION by Peterson we adopt the incidental food service proposed code revision with a change in 18.59.030A(5) from “The signing” to “The total signs”; second by Sterhan. **Unanimously approved.**

VII. ITEMS FROM COMMISSIONERS/COMMITTEE REPORTS

VIII. DIRECTOR’S REPORT

A. Adoption of recommended revisions to Building Height Exceptions.

Council adopted the Building Height Exceptions. The major conversation was around the 256 sf allowed covering over a rooftop patio. The active conversation made it clear we are recognizing something of a minor nature that it is not an open door to another story.

B. Form of PC packet distribution: Discussion

Commissioners Wendt, Sterhan and Protze would like a paper packet; other commissioners will review the packet on-line. If large documents are part of the packet, paper copies will be made for everyone.

IX. GOOD OF THE ORDER

X. ADJOURNMENT

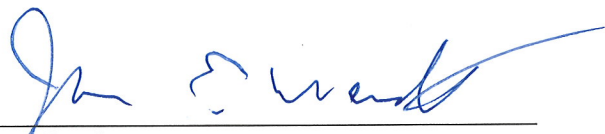
MOTION to adjourn by Peterson; second by Sterhan **Unanimous.**

Meeting adjourned at 7:50 pm.

Respectfully submitted,



Bobbie Usselman, MMC
Deputy City Clerk



Jon Wendt
Chair

Regular meeting date: **CANCELLED - Tuesday, January 22, 2013**

Next meeting: Regular Meeting, Tuesday, February 5, 2013